

Form ISR 4

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

Request for issue of Duplicate Certificate and other Service Requests

[For Securities - (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: _____

A. Mandatory Documents / details required for processing all service request:

I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA / Issuer Company (tick ✓ as relevant, refer to the instructions):

- Demat Account No. (If available): _____

Provide Client Master List (**CML**) of your Demat Account from the Depository Participant*

- Provide the following details, if they are not already available with the RTA (see SEBI circular dated November 03, 2021 in this regard)

| | |
|-------------------------------------|--------------------|
| PAN | Specimen Signature |
| Nomination / Declaration to Opt-out | |

- (Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your **CML**). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use Form ISR-1 in SEBI circular dated November 03, 2021 .

B. I / We request you for the following (tick ✓ relevant box)

| | |
|---|--|
| Issue of Duplicate certificate <input type="checkbox"/> | Claim from Unclaimed Suspense Account <input type="checkbox"/> |
| Replacement / Renewal / Exchange of securities certificate <input type="checkbox"/> | Endorsement <input type="checkbox"/> |
| Sub-division / Splitting of securities certificate <input type="checkbox"/> | Consolidation of Folios <input type="checkbox"/> |
| Consolidation of Securities certificate <input type="checkbox"/> | Transmission <input type="checkbox"/> |
| Transposition (Mention the new order of holders here) <input type="checkbox"/> | |

C. I / We are enclosing certificate(s) as detailed below**:

| | |
|---|----------------|
| Name of the Issuer Company | |
| Folio Number | |
| Name(s) of the security holder(s) as per the certificate(s) | 1. 2. 3. |
| Certificate numbers | |
| Distinctive numbers | |
| Number & Face value of securities | |

** Wherever applicable / whichever details are available

D. Document / details required for specific service request:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Duplicate securities certificate |
| <input type="checkbox"/> | Claim from Unclaimed Suspense Account |
| <input type="checkbox"/> | Replacement / Renewal / Exchange of securities certificate (that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized) |
| <input type="checkbox"/> | Endorsement |
| <input type="checkbox"/> | Sub-division / Splitting of securities certificate |
| <input type="checkbox"/> | Consolidation of securities certificate/Folios |
| <input type="checkbox"/> | Transmission |
| <input type="checkbox"/> | Transposition |

Securities claimed

(in numbers)
(in words)

Provide / attach original securities certificate(s) for request for item numbers III to VIII above

Declaration: All the above facts stated are true and correct to best of my / our knowledge and belief.

| | Security Holder 1 / Claimant | Security Holder 2 | Security Holder 3 |
|--------------|------------------------------|-------------------|-------------------|
| Signature | | | |
| Name | | | |
| Full address | | | |
| PIN | | | |

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.